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MEMORANDUM FOR: Assistant Director, Office of Reports and Estimates
Assistant Director, Office of Operations
Assistant Director, Office of Collection & Dissemination
Assistant Director, Office of Special Operations
Chief, ICAPS
Executive Director, CIG ✓

SUBJECT: Staff Surveys of Activities CIG and Progress Reports.

1. The CIG has been in existence for almost a year and much has been accomplished. We have reached the stage in the process of our planned organization that we are operating as well as planning on an increasing scale. Consequently it appears desirable in the future periodically to survey carefully our organization, our accomplishments, our current projects, and our planning to be sure that we are heading in the right direction and are making the best use of our resources to accomplish our mission.

2. To provide for keeping me currently informed and to provide for assistance where needed to the operating offices, I plan to require periodic visits by the staff to the operating offices, to survey current and projected activities and report to me on the status of plans, projects, and organization and also the major problems impeding progress. The Executive Director will inaugurate and maintain these visits to the Office of Special Operations and the Chief of ICAPS to all other offices. Staff visits will be coordinated with the Assistant Director concerned and will be made in a spirit of mutual helpfulness for the improvement of our efficiency. Based upon their surveys the Executive Director and the Chief of ICAPS will render reports to me whenever necessary and at least once each quarter for each office.

3. In addition to the foregoing, it is desired that each Assistant Director make a brief written progress report to me on the first of each month covering the activities of his office for the preceding month.

HoYT S. Vandenberg
HOYT S. VANDENBERG
Lieutenant General, USA
Director of Central Intelligence

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